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MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of
interest to USDA management

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STATE AND LOCAL GOVERNMENTS EXEMPT FROM FLSA.....On June 24 the Supreme Court, in a 5-4 vote, declared unconstitutional the 1974 Fair Labor Standards Act (FLSA) provisions that extended the Act to State and Local Governments. The decision was based on the Acts interference with State sovereignty. Congress cannot enact legislation telling States how to hire, set hours of work or wages, or what constitutes overtime and at what rates etc. This decision DOES NOT affect Federal employees in any manner. The FLSA provisions for the Federal and private sector pay and hours of work remain the same. (Contact: Sy Pranger, OP, ext. 73585)

WITHIN GRADE INCREASES (WGI).....Guidelines for the WGI Plan of Action distributed at the Management Council meeting of June 24 were discussed at the meeting of July 1. The discussion focused on the difference between using WGI's to motivate and reward employees and not setting quotas for granting and withholding. The critical point identified was having managers and supervisors do a better job of establishing an acceptable level of performance and communicating this to employees. (Contact: Bill Parent, OP, ext. 78721)

EEO ITEMS.....The EEO review of Agency EEO programs has been presented to the Assistant Secretary for Administration and will be discussed in detail at the next meeting of the Committee in early August. The USDA Citizens Advisory Committee on Civil Rights recently made fourteen recommendations in the area of EEO, focusing on the recruitment of women and minorities. OP studied the recommendations and the feasibility of implementation. The Assistant Secretary for Administration will be discussing them with the Committee in August. (Contact: Gloria Torres, OP, ext. 72635)

KIPLINGER LETTER.....June 25 issue gave front page coverage to the positive effect U.S. farm products are having on our economy and balance of trade. The forecast is for continuance of this effect. The article is worth reviewing.

LEGISLATIVE ITEMS OF INTEREST

- ... On June 30 the House Committee on Post Office and Civil Service reported H.R. 13297, a bill to provide for the application of city withholding taxes to Federal employees who are residents of such city.
- ... On July 2 Congress cleared social security legislation which would extend for one year the eligibility of supplemental security income recipients for food stamps.
- ... On July 2 Congress cleared legislation authorizing a referendum among cotton producers to finance research and promotion programs for that product. The measure is now awaiting Presidential action. (Contact: Al Duran, OMF, ext. 74654)

DID YOU KNOW THAT FAS.....

- ... maintains a worldwide agricultural intelligence and reporting service to assist U.S. agriculture in its export operations, a service which produced 3,300 reports and 114 commodity circulars on overseas production and market conditions in FY 75.
- ... provides estimates of the current supply and demand situation abroad and assesses USDA export prospects for major U.S. agricultural commodities.
- ... provides worldwide USDA representation through a staff of agricultural attaches, officers and supporting personnel situated in 64 posts throughout the world, covering 115 countries.
- ... develops foreign markets for U.S. farm products through market promotion activities conducted with associations of producers and exporters, which helped build a \$21.6 billion farm product export record.
- ... represents the Department's interests in international activities and organizations including participation in the current world-wide trade negotiations being held in Geneva.
- ... serves as the lead agency for USDA in an experiment being conducted to determine the utility and cost effectiveness of using satellite, meteorological and climatological data to predict global production of major crops.
- ... operated a Trade Opportunity Referral Service (TORS) which, in FY 75, generated over \$1.5 million in documented sales resulting from 1,600 trade leads.
- ... initiated promotional campaigns and other market development efforts that enabled the U.S. to capture nearly 70% of Hong Kong's wheat market by FY 75, compared with 2% a decade ago.
- ... sponsored market development activities that helped increase U.S. soybean exports to Taiwan almost 50% in 1975 over 1974.
- ... joined with industry to contribute to a three-fold rise in FY 75 U.S. rice exports to the Middle East over those of the previous year. Over 700,000 tons of American rice were exported to the Middle East, which accounted for nearly one-third of total U.S. rice exports for FY 75.
- ... participated in the March 1975 International Hotel and Restaurant Show in Tokyo, where over 44,000 Japanese representatives of the hotel and restaurant trade, retail food trade, institutional food outlets, government officials and press were registered visitors. Over 400 products were displayed by 44 American food processors, exporters and handlers representing more than 70 American firms and 7 FAS cooperator organizations. Exhibitors estimated sales for the next 12 months at \$23.5 million.
- ... was the first U.S. Government agency outside the State Department to place a representative at the U.S. Liaison Office in Peking.
- ... is accelerating the use of computer technology for foreign commodity analysis. Currently, 69 commodities, including grains, oilseeds and products, dairy and poultry are analyzed by computers in terms of production, supply and distribution from a total of 104 countries.
- ... handles 17% of the Department's controlled correspondence with less than 1% of total Department personnel.

SLCC COMPUTER CENTER CONTRACT AWARD..... USDA awarded a contract on June 28 to the Burroughs Corporation for a Burroughs 4781 computer to be installed at the SLCC within 4 months. (Contact: Ray Long, ADS, ext. 74789)

FIAR TASK FORCE REPORT COMPLETE..... The Field Installation ADP Requirements Task Force report has been printed and circulated to those agencies involved. Additionally, a summary briefing was provided to selected agency administrators on June 23. Additional copies of the FIAR report are available from ADS. (Contact: Roxanne Williams, ADS, ext. 72118)

RICHARD A. SMITH NAMED TO KEY POSITION IN FAS..... Richard A. Smith was appointed Deputy Administrator, Agricultural Attaches & Management in FAS, a GS 17 position, effective July 4.

WARREN E. DIRKS APPOINTED MANAGER OF FCIC..... Secretary Butz appointed Warren Dirks, previously Deputy Manager of FCIC, to replace Mel Peterson who resigned on June 18.

ADP RISK ANALYSIS.....Departmental regulations require that risk analyses be performed within each Departmental Computer Center. Such analyses is an assessment of cost consequences that result when threats to assets become reality. Part of the threat to USDA Computer Center environment is a potential loss of user data. Therefore, ADS will be asking for input from those agencies who use Departmental Computer Centers. Questions will concern the estimate of annual loss expectancy associated with agencies' data. Agencies will need to consider costs to restore or recreate files or programs in case of alteration or destruction and financial consequences of unauthorized disclosure of sensitive information. These costs, modified by the probability of realization of threats, are the annual loss expectancy values needed to complete the Center risk analyses. ADS has recently completed such an analysis for the Kansas City Computer Center. Other Departmental Centers will follow during the remainder of FY 77. (Contact: Ann Patrick, ADS, ext. 79270)

DATA PROCESSING COURSES FOR NON-DATA PROCESSING MANAGERS.....At the Gettysburg meeting of the Council in May, 1976, several members asked for a list of possible courses in ADP that were oriented towards non-data processing managers. Listed below are several courses we have been able to uncover:

<u>COURSE NUMBER</u>	<u>COURSE</u>	<u>TYPE COURSE</u>	<u>SPONSOR</u>	<u>TIME</u>	<u>COST</u>
24AC	Management Introduction to ADP	Classroom	Computer Science Corporation	3 days	\$190
24AA	An Introduction to ADP	Classroom	Computer Science Corporation	4 days	\$150
24AC	Executive Workshop in ADP Programming	Classroom	Computer Science Corporation	5 days	\$300
24AF	Executive Workshop in System Analyses	Classroom	Computer Science Corporation	3 days	\$250
	Computer Orientation for Intermediate Executives	Classroom	DOD Computer Institute	10 days	Free
	Computer Orientation for Senior Executives	Classroom	DOD Computer Institute	5 days	Free
	Introduction to Computer Technology	Classroom	DOD Computer Institute	10 days	Free
55.561	Management of ADP Systems	Classroom	American University	14 nights	\$250

(Contact: Ed Joslin, ADS, ext. 75890)

The AG BAG of June 30, 1976 covers some interesting facts. These include the following highlights:

- ... According to a study by the ERS, population growth patterns between 1970 and 1973 are contrary to earlier decades. In this period, population in small towns grew 4.2% compared to 2.9% in city areas.
- ... FBI statistics indicate that the chance of homes being burglarized is 2.5 times greater in urban areas than in rural communities; car theft is 7 times greater and the chance of being robbed is 14 times higher.
- ... Farmers receive an average of 42 cents out of each dollar spent by consumers for food. The balance goes to the middlemen: truckers, packers, wholesalers, supermarkets, etc.
- ... FS has taken steps to improve the safety of aerial tramways at ski areas on national forest lands following the serious accident at Vail, Colorado last March.
- ... REA financed telephone systems created almost 30,000 jobs in rural American during 1975. Since 1961, more than 535,000 jobs have been created by 9,237 projects. (Contact: Office of Congressional and Public Affairs ext. 77095)

STORAGE SPACE CLEANUP.....Office of Operations provided labor to remove excess scrap metal from the attic. Approximately 7,500 transfer cases, metal shelving and old cafeteria equipment totaling approximately 18 tons removed. Approximately 27,900 square feet of storage space have been identified for release to GSA--about \$150,000 annual savings to USDA.

Several agencies still reorganizing their records in the attic. When complete, additional transfer cases will have to be removed. The Office of Operations may need to request additional funds and/or manpower from the agencies to complete the job by July 30.

Agencies have continued their cleanup activities in the sub-basement. The Office of Operations will survey the sub-basement space and report findings to Directors of Administrative Services by July 16. (Contact: Bill Hamilton, OO, ext. 73141)

REVIEW OF THE GOVERNMENT PRINTING OFFICE.....The Executive Officers Group (EOG) has completed a review of six major problem areas experienced by executive branch agencies in their dealings with GPO. These areas cover pricing, quality, subscription fulfillment services, internal management services, scheduling and electronic composition. A report summarizing results of this review, including specific recommendations, has been given to the Public Printer. Responsibility for implementation has been assumed by the Interagency Council for Printing and Publications which serves as an advisory group to the Public Printer. The Public Printer has agreed to keep the EOG apprised of progress toward effecting needed improvements. (Contact: Neil Van Vliet OMF, ext. 75301)

PROPOSED TRAVEL ALLOWANCE CHANGES.....In the May 20 Federal Register, GSA proposed major travel allowance changes as follows:

- ... Increases per diem to cost of lodging plus \$16 (not to exceed \$35)
- ... Deduct for meals served by a common carrier (such as airlines)
- ... Increases maximum weight limit on household goods transfer to 11,000 pounds for single employees
- ... Extends lodging plus method for per diem to travel outside the U.S.
- ... Allows reduced per diem for extended assignments

Agency comments have been requested. OMF is preparing Department-wide response to GSA. (Contact: Howard Globerman, OMF, ext. 77251)

GSA SPACE RECORDS.....Assistant Secretary Bolduc met with GSA Administrator, Deputy Administrator and Public Buildings Service Commissioner to discuss the need for improved GSA Services. He was accompanied by Assistant Secretaries from Treasury and DOT. GSA agreed to establish a task force (primarily GSA personnel) to review GSA records systems and reconcile space assignment records. USDA space to be first priority for verification and reconciliation. Other matters needing attention were also agreed to for further followup. (Contact: George Knapp, OO, ext. 73937)